

**LOMBARD POLICE DEPARTMENT
RESPONSE LETTER TO REQUESTOR**

Date: November 30, 2016

Name: Isaiah Smith
Address: P.O. Box 163411
Fort Worth, TX 76161

Re: Freedom of Information Act ("FOIA" or "The Act") Request

Dear Mr. Smith:

- This letter contains the response to the FOIA request you submitted on 11/25/16 .
- The attached public record(s) is provided in response to your request.
- The public record(s) requested will be provided upon payment of:
- The public record(s) is available for inspection. Please call (630) 873-4456 to arrange an appointment to review the public record(s).
- Please note, pursuant to **Section 7** of the Act, the following parts of your request are exempt from disclosure pursuant to the following subsections of the Act:
- Your FOIA has been denied. The public records that are responsive to your FOIA request are exempt from disclosure pursuant to the following section(s) of the Act:
Basis for denial and legal citation:
- No such public record is maintained.
- The record(s) you have requested is not a "public record" as defined by the Act.
- Your FOIA has been denied because compliance with your request would be unduly burdensome for the following reasons:
 - You have made repeated requests for the same public records(s).
 - Other:

The person who made this decision:



Onsite HARDWARE / SOFTWARE / LABOR Agreement Highlights

Overview

Closed Circuit Innovations Inc. is pleased to offer the terms of our 24 hour, 7 day a week, 365 days a year maintenance agreement for potential clients requiring an exceptionally high level of service and operational security when it comes to their video surveillance systems. This concept is not born out of poor product reliability, but for our clients requiring operational security while having **Fixed Costs** over time related to dynamic and environmental usage factors.

When surveillance is of utmost importance, this service is designed to decrease your overall cost and system down time by providing quick response. A second benefit is that it can eliminate lost time due to internal red tape due to unforeseen repairs, adjustments, training, and software upgrades. As a result of purchasing a **HARDWARE / SOFTWARE / LABOR** agreement, our customers worry less about maintaining their surveillance system and spend more time using it.

Below is a summary of what is included in our maintenance agreement. Please keep in mind that CCI, Inc. does not limit you for quantities of CCI installed software seat use licenses under this agreement, a major benefit of the maintenance program over and above our support features.

Technical Response:

- 24-Hour Phone Support, 7 days a week
- 5 days a week On-site Service (Normal Hours)
- No equipment charge for Emergency/Holiday (Hourly charges will apply for on-site service off hours)
- Includes up to on-site and off-site troubleshooting
- Transportation To and From Customer Location
- Priority Service vs. Time/Material Clientele

Training:

- Unlimited On-Site Staff Training and Retraining

Cameras:

- Cleaning / Troubleshooting / Repair or Replace if no longer functions.
- Adjusting
- Focusing
- Covers Parts, Labor, Workmanship, Repair

DVR and Peripherals:

- Cleaning and troubleshooting.
- Configuration

- Covers Parts, Labor, Workmanship, Repair

Software:

- **Unlimited** installation of remote software on customer dedicated machines.
- Includes, **updates, installation & training** throughout the life of the agreement.

** Acts of Nature or Vandalism not included
This maintenance agreement is intended for our customers to cover existing system components listed under this agreement or quotation. It does not include future labor and material costs for added equipment over and above what is stated in this agreement.

Create Cut Invent / Closed Circuit Innovations Inc.
 Closed Circuit Innovations Inc.
 P.O. Box 2784
 Naperville, IL 60567

Invoice

Invoice #: 5 year 2016
Invoice Date: 12/29/2015
Due Date: 12/29/2015
Project:
P.O. Number:

Bill To:
 Village of Lombard
 235 E. Wilson Ave.
 Lombard, IL 60148

Description	Hours/Qty	Rate
Onsite HARDWARE / SOFTWARE / LABOR Agreement > Police interview rooms high resolution analog camera digital recording and monitoring system > Police Station and Booking HD high resolution analog camera digital recording and monitoring system > Village Hall / Public Works high resolution analog camera digital recording and monitoring system > Metra high resolution HD camera digital recording and monitoring system > Metra high resolution analog camera digital recording and monitoring system	1	35,800.00
Onsite Premium extended service / software usage agreement 12 months JAN 1 2016 - DEC 31 2016		
Covered Items:		
Hardware > Fixed cameras, cable and power supplies > PTZ cameras, cable and power supplies > Servers and Microsoft SQL server software		
Enterprise full functioning simultaneous multi - user software > Unlimited seat installation and use during agreement > Unlimited updates to adapt to constant changing software environment > Training and support		
Labor to troubleshoot and repair:		

Total

Payments/Credits

Balance Due

Create Cut Invent / Closed Circuit Innovations Inc.
 Closed Circuit Innovations Inc.
 P.O. Box 2784
 Naperville, IL 60567

Invoice

Invoice #: 5 year 2016
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Bill To:
 Village of Lombard
 235 E. Wilson Ave.
 Lombard, IL 60148

Description	Hours/Qty	Rate
<ul style="list-style-type: none"> > Cameras > Power supplies > Cable > Servers > Software <p>Lift rental: > Troubleshoot and repair high mounted cameras</p> <p>Not Covered Items:</p> <ul style="list-style-type: none"> > Increased value or number of items will require adjustment agreement > Acts of Nature, Vandalism or issues with supply power related not covered in any way. <p>Fixed per year rate of \$35,800 for 2016, 2017, 2018, 2019, 2020 (5 Year Period)</p> <p>Signature Required X _____</p> <p>Print Name / Title X _____</p>		

Total

Payments/Credits

Balance Due

Create Cut Invent / Closed Circuit Innovations Inc.
Closed Circuit Innovations Inc.
P.O. Box 2784
Naperville, IL 60567

Invoice

Invoice #: 5 year 2016
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Project:
P.O. Number:

Bill To:
Village of Lombard
235 E. Wilson Ave.
Lombard, IL 60148

Description	Hours/Qty	Rate
Total		\$35,800.00
Payments/Credits		\$0.00
Balance Due		\$35,800.00

Create Cut Invent / Closed Circuit Innovations Inc.
 Closed Circuit Innovations Inc.
 P.O. Box 2784
 Naperville, IL 60567

Invoice

Invoice #: PD/BK 16
Invoice Date: 12/3/2015
Due Date: 1/4/2016
Project:
P.O. Number:

Bill To:
 Village of Lombard
 235 E. Wilson Ave.
 Lombard, IL 60148

Description	Hours/Qty	Rate	Amount
Police Station and Booking HD high resolution analog camera digital recording and monitoring system	1	8,160.00	8,160.00
Onsite Premium extended service / software usage agreement 12 months JAN 1 2016 - DEC 31 2016			
Covered Items:			
Hardware			
> Fixed cameras, cable and power supplies			
> PTZ cameras, cable and power supplies			
> Servers and Microsoft SQL server software			
Enterprise full functioning simultaneous multi - user software			
> Unlimited seat installation and use during agreement			
> Unlimited updates to adapt to constant changing software environment			
> Training and support			
Labor to troubleshoot and repair:			
> Cameras			
> Power supplies			
> Cable			
> Servers			
> Software			
Lift rental:			
> Troubleshoot and repair high mounted cameras			
Not Covered Items:			
> Acts of Nature, Vandalism or issues with supply power related not covered in any way.			
Total			\$8,160.00
Payments/Credits			\$0.00
Balance Due			\$8,160.00

Create Cut Invent / Closed Circuit Innovations Inc.
 Closed Circuit Innovations Inc.
 P.O. Box 2784
 Naperville, IL 60567

Invoice

Invoice #: PD INT 16
Invoice Date: 12/3/2015
Due Date: 1/4/2016
Project:
P.O. Number:

Bill To:

Village of Lombard
 235 E. Wilson Ave.
 Lombard, IL 60148

Description	Hours/Qty	Rate	Amount
Police interview rooms high resolution analog camera digital recording and monitoring system	1	2,400.00	2,400.00
Onsite Premium extended service / software usage agreement 12 months JAN 1 2016 - DEC 31 2016			
Covered Items:			
Hardware			
> Fixed cameras, cable and power supplies			
> PTZ cameras, cable and power supplies			
> Servers and Microsoft SQL server software			
Enterprise full functioning simultaneous multi - user software			
> Unlimited seat installation and use during agreement			
> Unlimited updates to adapt to constant changing software environment			
> Training and support			
Labor to troubleshoot and repair:			
> Cameras			
> Power supplies			
> Cable			
> Servers			
> Software			
Lift rental:			
> Troubleshoot and repair high mounted cameras			
Not Covered Items:			
> Acts of Nature, Vandalism or issues with supply power related not covered in any way.			
Total			\$2,400.00
Payments/Credits			\$0.00
Balance Due			\$2,400.00

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: Scott Niehaus, Village Manager
DATE: February 24, 2016 **Agenda Date:** March 3, 2016
TITLE: Village-wide Surveillance Camera Systems

SUBMITTED BY: Roy Newton, Deputy Chief of Police

RESULTS:

Date Bids Were Published: N/A.....Date Bidding Closed: N/A
Total Number of Bids Received: N/A
Total Number of Bidders Meeting Specifications N/A
Bid Security Required Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn..... Yes No
Explanation.....
Waiver of Bids Requested? Yes No
If yes, explain: Sole Vendor for Federal Siren
Award Recommended to Lowest Responsible Bidder Yes No
If no, explain: N/A

FISCAL IMPACT:

Engineer's estimate/budget estimate: 2016 -
Amount of Award: 3 yr contract / \$29,395 / yr for 3 yrs

BACKGROUND/RECOMMENDATION:

Recommendation of staff to waive competitive bidding and award a contract to Closed Circuit Innovations for a maintenance agreement to cover all interior and exterior Village surveillance camera systems for a three year contract in the amount of \$29,395 for FY 2016, 2017 and 2018.

Has Recommended Bidder Worked for Village Previously Yes No
If yes, was quality of work acceptable Yes No
Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Finance Director XX _____ Date _____
Village Manager XX Scott Niehaus Date 2/25/16

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.



February 24th, 2016

TO: Village Board of Trustees
THROUGH: Scott Niehaus, Village Manager
FROM: Deputy Chief Roy Newton
SUBJECT: Maintenance Agreement for Village Wide Surveillance Camera Systems

Background

The Village of Lombard has a Surveillance Camera System in place that covers the interior and exterior of the Village Hall, Police Department, Public Works, and Train Station. We have used Closed Circuit Innovations for installation and maintenance since before 2010. During this time, Closed Circuit has been our sole vendor for Public Works, Village Hall, Police and Train Depot surveillance cameras. During the recent construction of the new Train Station Tunnel Project, Closed Circuit was again tasked with adding and maintaining the camera system. In the past we have paid Closed Circuit yearly maintenance separately for the various camera systems without a raise in fees. As technology improves cameras have become more expensive and the ability to purchase these items to replace and still maintain the same maintenance fee may not be possible. John Doser from IT and Jamie Cunningham from Finance and I have met and determined that a service agreement for the next three years is the proper course of action. We are proposing the Village of Lombard enter into a three year service agreement with Closed Circuit Innovations for fiscal years 2016, 2017 and 2018 in the amount set each year at \$29,395. Labor, materials, hardware and software are all covered under this agreement.

The Village of Lombard has already budgeted \$100,000 in the Capital Improvement Plan for FY 18 to upgrade Security Card Access Systems Village wide. This will coincide nicely with the end of our service agreement. The Village of Lombard can then request bids for campus wide Surveillance Camera and Card Reader Systems in an effort to consolidate into one Security Initiative.

Recommendation

The Village staff recommends that the Village President and Board of Trustees authorize the expenditure of \$29,395 for each FY 2016-1018 to Closed Circuit Innovations for Maintenance Agreement Fees.

Create Cut Invent / Closed Circuit Innovations Inc.
Closed Circuit Innovations Inc.
P.O. Box 2784
Naperville, IL 60567

Invoice

Invoice #: 3 year 2016
Invoice Date: 12/29/2015
Due Date: 12/29/2015
Project:
P.O. Number:

Bill To:
Village of Lombard
235 E. Wilson Ave.
Lombard, IL 60148

Description	Amount
Onsite HARDWARE / SOFTWARE / LABOR Agreement > Police interview rooms high resolution analog camera digital recording and monitoring system > Police Station and Booking HD high resolution analog camera digital recording and monitoring system > Village Hall / Public Works high resolution analog camera digital recording and monitoring system > Metra high resolution HD camera digital recording and monitoring system > Metra high resolution analog camera digital recording and monitoring system	29,395.00
Onsite Premium extended service / software usage agreement 12 months JAN 1 2016 - DEC 31 2016	
Covered Items:	
Hardware	
> Fixed cameras, cable and power supplies > PTZ cameras, cable and power supplies > Servers and Microsoft SQL server software	
Enterprise full functioning simultaneous multi - user software	
> Unlimited seat installation and use during agreement > Unlimited updates to adapt to constant changing software environment > Training and support	
Labor to troubleshoot and repair:	
> Cameras > Power supplies	
Total	
Payments/Credits	
Balance Due	

Create Cut Invent / Closed Circuit Innovations Inc.
Closed Circuit Innovations Inc.
P.O. Box 2784
Naperville, IL 60567

Invoice

Invoice #: 3 year 2016
Invoice Date: 12/29/2015
Due Date: 12/29/2015
Project:
P.O. Number:

Bill To:
Village of Lombard
235 E. Wilson Ave.
Lombard, IL 60148

Description	Amount
<p>> Cable > Servers > Software</p> <p>Lift rental: > Troubleshoot and repair high mounted cameras</p> <p>Not Covered Items:</p> <p>> Increased value or number of items will require adjustment agreement > Acts of Nature, Vandalism or issues with supply power related not covered in any way.</p> <p>Fixed per year rate of \$29,395.00 for 2016, 2017, 2018 (3 Year Period)</p> <p>Signature Required X _____</p> <p>Print Name / Title X _____</p>	
Total	
Payments/Credits	
Balance Due	

Create Cut Invent / Closed Circuit Innovations Inc.
Closed Circuit Innovations Inc.
P.O. Box 2784
Naperville, IL 60567

Invoice

Invoice #: 3 year 2016
Invoice Date: 12/29/2015
Due Date: 12/29/2015
Project:
P.O. Number:

Bill To:
Village of Lombard
235 E. Wilson Ave.
Lombard, IL 60148

Description	Amount
Total	\$29,395.00
Payments/Credits	\$0.00
Balance Due	\$29,395.00

Ship To
 Village of Lombard
 Police Department
 235 E Wilson Ave
 LOMBARD, IL 60148

Bill To
 Village of Lombard
 Finance Accounts Payable
 255 E Wilson Ave
 Lombard, IL 60148

Purchase Order
 No. 2016-00000830

DATE 03/07/2016

VENDOR 1217 - Closed Circuit Innovations Inc



Contact
 Closed Circuit Innovations Inc
 PO Box 2784
 Naperville, IL 60567

PURCHASE ORDER NUMBER MUST APPEAR ON
 ALL INVOICES, SHIPPERS, BILL OF LADING AND
 CORRESPONDENCE

DELIVER BY
SHIP VIA
FREIGHT TERMS
 PAGE 1 of 1
ORIGINATOR: Diane Miller

REFERENCE #

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
11,498.7600	Dollars	Service and Maintenance Agreements - 2016 VILLAGE WIDE SURVEILLANCE CAMERA SYSTEMS MAINT 101.210.113.75730 - Equipment Service Contracts 11,498.76	1.0000	\$11,498.76
7,118.7700	Dollars	Service and Maintenance Agreements - 2016 TRAIN STATION SURVEILLANCE CAMERA SYSTEMS MAINT 440.740.740.75770 - Misc Contractual Obligations 7,118.77 TIF DT.TRAIN CAM MAINT	1.0000	\$7,118.77
7,118.9700	Dollars	Service and Maintenance Agreements - 2016 TRAIN STATION SURVEILLANCE CAMERA SYSTEMS MAINT 101.120.113.75730 - Equipment Service Contracts 7,118.97	1.0000	\$7,118.97
3,658.6900	Dollars	Service and Maintenance Agreements - 2016 VILLAGE WIDE SURVEILLANCE CAMERA SYSTEMS MAINT 101.120.113.75730 - Equipment Service Contracts 3,658.69	1.0000	\$3,658.69
			TOTAL DUE	\$29,395.19

Special Instructions

LOMBARD POLICE DEPARTMENT

GENERAL ORDER

ORDER NUMBER: 72.4

SUBJECT: HOLDING FACILITY
SECURITY AND CONTROL

EFFECTIVE DATE: 12/13/07
REVISED DATE: 9/16/13

INDEX AS:

- 72.4.1 FIREARMS RESTRICTIONS
- 72.4.2 ENTERING OCCUPIED CELLS
- 72.4.3 CONTROL OF KEYS
- 72.4.4 SECURING DOORS
- 72.4.5 CELL INSPECTIONS
- 72.4.6 SECURITY INSPECTIONS
- 72.4.7 TOOLS AND UTENSILS
- 72.4.8 EMERGENCY NOTIFICATION
- 72.4.9 SECURITY ALARMS
- 72.4.10 PRISONER ESCAPES
- 72.4.11 EXTRAORDINARY OR UNUSUAL OCCURRENCES

PURPOSE:

The purpose of this order is to establish policy and procedures for the safe, efficient and effective operation of the Lombard Police Holding Facility.

DEFINITION:

Cell: An area that has three walls and a grilled front and door or a security glass front and door that is used to detain or confine adults or to detain juveniles 17 years of age or older.

ORDER:

72.4.1 FIREARMS RESTRICTIONS

- A. Firearms are not permitted in the holding facility. Before entering the holding facility, officers shall secure firearms in a gun locker located outside the entry door.
- B. In emergencies such as fire, disaster, suicide attempt or other life threatening situations, or at the discretion of the shift supervisor, an officer may enter the holding facility area with a firearm.

72.4.2 ENTERING OCCUPIED CELLS

- A. Officers are not to enter occupied cells unless the front desk monitors them or a backup officer is present.
- B. In life threatening situations, an officer may enter an occupied cell; however, DU-COMM must be notified first by radio or phone, who will then notify the shift supervisor.

72.4.3 CONTROL OF KEYS

- A. Two sets of keys are available for the holding facility. One set is located at the intake desk. A key box in the Watch Commander's office contains a spare set of keys.

72.4.4 SECURING DOORS

- A. The overhead garage doors will be closed prior to a detainee being removed from the squad car.
- B. Anytime there is a detainee in the holding facility, both booking room doors (#48 and #49) will be secured. At no time will both doors be open at the same time.
- C. Whenever there is a detainee on the bench in the processing cell, the door will be secured. At no time will both the bathroom door from the processing cell and the door leading into the intake area be open at the same time.
- D. Anytime a detainee is placed in a detention cell, the door to the cell will be closed and locked.

- E. Detention cell doors are to be left open when the room is not in use. Dirty and/or damaged rooms shall have their doors closed and locked until the condition has been corrected.

72.4.5 CELL INSPECTIONS

- A. A security inspection shall be conducted prior to placing a detainee into a cell, and after removing him. The search is the responsibility of the officer placing or removing the detainee, and is to include a search for contraband and weapons.
- B. If room damage, contraband or weapons are found, the Watch Commander shall be notified so he can document the damage and/or take any further required action.

72.4.6 SECURITY INSPECTIONS

- A. The Deputy Chief of Administrative Services or his designee shall ensure a weekly inspection of the holding facility is conducted.
- B. During the weekly inspection, the holding facility will be inspected for security as well as sanitation. The inspection shall include, but not be limited to:
 - 1. Doors and locks
 - 2. First aid kit
 - 3. Security devices
 - 4. Search for weapons and contraband
 - 5. Operational wear and prisoner tampering

- C. The weekly inspection will be documented. Any deficiencies in the security inspection shall be submitted in writing to the Deputy Chief of Administrative Services for immediate repair or replacement.

72.4.7 TOOLS AND UTENSILS

- A. Detainees are not permitted to possess any tools or culinary utensils while in the holding facility.
- B. An employee shall escort any tradesman or other non-employee worker while in the holding facility to ensure that no tools are left behind and activities are confined to the area needing attention.

72.4.8 EMERGENCY NOTIFICATION

- A. When prisoners are present, personnel entering the holding facility or cell areas must have a portable radio or other emergency communication device with them, or be in the company of an officer so equipped.
- B. The booking area, processing cell and other critical locations are under constant surveillance via closed-circuit video camera and monitored by the front desk.

1. In the event the cameras become inoperative, it is the desk operator's responsibility to immediately notify the Watch Commander of the malfunction.
2. The interception, recording, or transcription of an electronic communication by an employee of the Department is hereby authorized and approved, provided the interception, recording, or transcription is for the purpose of investigating or enforcing a State criminal law or a Lombard Police Department rule or regulation with respect to detainees in the holding facility and within the scope of the employee's official duties.
3. Surveillance cameras will not be used to invade the personal privacy of detainees.

72.4.9 SECURITY ALARMS

- A. Officers shall utilize portable radios as alert or panic alarms if an emergency occurs while in the holding facility.
- B. In case of an emergency, an officer may activate the emergency alarm located in the detention area. The front desk monitors this alarm.

72.4.10 DETAINEE ESCAPES

- A. In the event of an escape, the following procedures will be followed:
1. DU-COMM and the Watch Commander will be notified immediately.
 2. Determine if anyone was injured during the escape and summon medical assistance, if appropriate.

3. The escapee's description, identity and the offenses for which the escapee was detained shall be dispatched via DU-COMM, ISPERN and LEADS, along with any other pertinent information to aid in the capture of the escapee.

- B. The Watch Commander shall immediately coordinate and implement the following procedures:

1. Establish a perimeter in the area of the escape.
2. In the event an immediate apprehension is not made, canine units may be summoned for assistance.
3. Available investigators shall be called to assist in locating the escapee.
3. Personnel from area agencies may be contacted for mutual assistance.
4. Organize and conduct the immediate search.
5. Notify the Deputy Chief of Patrol and the Chief of Police. Submit a written report documenting the circumstances of the escape and all actions taken.

- C. As required by law, the Deputy Chief of Patrol will ensure a report to the Illinois Department of Corrections is submitted.

72.4.11 EXTRAORDINARY OR UNUSUAL OCCURRENCES

- A. Pursuant to Section 720.130 of the Illinois Municipal Jail and Lockup Standards, all extraordinary or unusual occurrences, which involve or endanger the lives or physical welfare of employees or detainees in the holding facility, shall be documented in writing.

1. Extraordinary or unusual occurrences shall include:

- a. Death, regardless of cause.
- b. Attempted suicide (if hospitalization or medical treatment is required).
- c. Serious injury.
- d. Escape or attempt escape.
- e. Fire.
- f. Riot.
- g. Battery to an employee by a detainee.
- h. Battery to a detainee by an employee.
- i. Battery to a detainee by another detainee (only if hospitalization or extensive medical treatment is required).
- j. Sexual assaults.
- k. Occurrences of contagious or infectious disease or illness within the facility.

- i. Discovery of firearms or weapons in cells, detention rooms or other detainee areas.
 - m. Use of chemical agents or electronic devices.
 - n. Major property damage.
- B. The Watch Commander is responsible for completion of the Department of Corrections report of extraordinary or unusual occurrences as soon as possible.
- C. Subsequent to review by the Chief of Police, the Deputy Chief of Patrol will send the completed Department of Corrections report to the Bureau of Detention Standards and Services in Springfield.
 - 1. A copy of the report will be maintained by the Deputy Chief of Patrol.

LOMBARD POLICE DEPARTMENT

GENERAL ORDER

ORDER NUMBER: 72.8

SUBJECT: SUPERVISION OF DETAINEES

EFFECTIVE DATE: 12/13/07

REVISED DATE: 8/4/08

INDEX AS:

- 72.8.1 SUPERVISION OF DETAINEES
- 72.8.2 DETAINEE SURVEILLANCE
- 72.8.3 OPPOSITE SEX MONITORING
- 72.8.4 DETAINEE MAIL AND PACKAGES
- 72.8.5 VISITING DETAINEES

PURPOSE:

The purpose of this order is to establish policies and procedures for the safe, efficient and effective security of the Lombard Holding Facility.

DEFINITION:

Detainee: A person who, having been arrested is held in the holding facility usually for not more than seventy-two (72) hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.

Detainee Visitors: Limited to a detainee's immediate family, relatives, persons with whom they reside, and lawyer.

ORDER:

72.8.1 SUPERVISION OF DETAINEES

- A. Detainees in the holding facility are kept under 24-hour closed-circuit video and audio supervision.
 - 1. Each detainee held in the holding facility must be visually observed and checked at least every 30 minutes if unrestrained and every 15 minutes if restrained. The time interval will be stamped on the prisoner intake sheet.
 - a. Upon placing a detainee into a cell, the officer will notify the front desk that the detainee is in the cell. The officer also will notify the desk if the detainee is restrained or not to determine if a check will be conducted every 15 minutes or 30 minutes.
 - b. Detainees of the opposite sex will not be housed together in the same cell.
 - c. Five cells are available to house single detainees unrestrained at any given time.
 - d. Housing multiple detainees in the same holding cell (bullpen) will result in restraining each detainee utilizing the bench's attached leg shackle. Each detainee shall be restrained and separated as far apart as possible to keep them from injuring others, themselves, or from damaging or destroying property.

- 2. Detainees determined or suspected to be "high risk" may require more frequent or constant observation. See Order 72.5.4.
- 3. Physical restraints, including therapeutic restraints, shall not be placed upon a detainee to confine his movements within a cell or detention room other than for the specific purpose of preventing the detainee from injuring himself or others or from damaging or destroying property.
 - a) Whenever restraint devices are applied, a notation will be entered on the prisoner intake sheet including the date, time, and the purpose for which the physical restraints were applied.
- 4. All contacts with a detainee (incarceration, telephone calls, visitation, interrogation, visual inspection, feedings, release, etc.) will be logged on the prisoner intake sheet by the employee having contact with the detainee.

72.8.2 DETAINEE SURVEILLANCE

- A. The booking area, exterior cell areas and exits are under constant surveillance via closed-circuit video cameras that are monitored at the front desk.
 - 1. In the event that the cameras become inoperative, the Watch Commander will be immediately notified.
 - 2. The interception, recording, or transcription of an electronic communication is authorized and approved, if the interception, recording, or transcription is for the purpose of investigating or enforcing a state criminal law or a Department rule or regulation with respect to detainees in the holding facility and within the scope of the employee's official duties.
 - 3. Signs in the holding facility inform detainees that the cells are audio monitored and that they can obtain assistance through cell speakers.
 - 4. Electronic monitoring equipment shall not be used in such a way as to violate the personal privacy of detainees.

72.8.3 OPPOSITE SEX MONITORING

- A. As much as practical, employees supervising and monitoring detainees of the opposite sex will take all necessary precautions to ensure the detainee's personal privacy and give verbal warning prior to visual inspection.

B. Under the following conditions, detainee supervision shall be provided by an employee of the same sex:

1. Physical examinations, such as body searches.
2. During periods of personal hygiene activities, such as showers, use of toilet, or related activities. This does not prohibit the use of necessary force by an employee of a sex other than the inmate in emergencies.

72.8.4 DETAINEE MAIL AND PACKAGES

A. Detainees are not permitted to receive mail or packages while in the custody of the Lombard Police Department.

72.8.5 VISITING DETAINEES

A. All detainees should be permitted visitors consistent with security needs, maintenance of order and the length of time the detainee will be in custody.

1. All detainee visitors shall properly identify themselves. The identity of a visitor and relationship with the prisoner shall be documented on the prisoner intake sheet.
2. Detainee visitors and their belongings are subject to search.
3. The detainee shall be searched before and after contact with the visitor.
4. No body contact between the detainee and visitor will be permitted.
5. Visitors shall be limited to one (1) at a time.
6. The Watch Commander has discretion as to the time and number of visits allowed.
7. Attorneys are permitted to see their clients as many times and for such periods as is reasonable.
8. Visitation shall take place in the holding facility or interview room at the discretion of the Watch Commander.

B. Disruptive or combative detainees, or those detainees posing escape risks may not be allowed to see visitors. Telephone contact may be considered as an alternative.